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APPENDIX G

CICS ON-LINE APPLICATIONSA. BROKEN SERVICE SELECTIVE REENLISTMENT BONUS/SELECTIVE REENLISTMENT BONUS PRECOMPUTE

1. Purpose. The On-Line SRB Precompute application is used to precompute BSSRB/SRBs for immediate reenlistments as well as broken reenlistments executed within 90 days of separation from active service.

2. Accession. Use the following procedures to access the on-line SRB precomputation program Summary Screen:

a. Perform your applicable sign-on/logon process to access the CL/SUPERSESSION Main Menu screen. Once you have done this, select the Session ID menu application corresponding to CICS and press <ENTER>. Once <ENTER> is pressed, the system will display an "automatic logon in progress - Step 1" message before advancing to the CICS Selection Menu screen.

*b. Type the option number that corresponds to TCI PRECOMP OF SRB and press <ENTER>. The AUTOMATED PRECOMPUTATION OF SRB input menu will appear.

Enter the following information:

(1) SSN. Enter a leading zero and the member's nine-digit social security number.

(2) Bonus MOS. Enter the member's four-digit MOS number.

(3) Effective Date of Reenlistment. Enter the member's six-digit date of reenlistment.

(4) Years of Reenlistment. Enter the number of years the member has reenlist for.

(5) Pick an Option. Enter 1 to compute an SRB for immediate reenlistments, 2 to compute an SRB for broken reenlistments executed within 90 days of separation, or 4 to compute a BSSRB. Press <ENTER>.

(6) Error Message. If the SRB precomputation does not process, the appropriate error message will be displayed. Review the bottom of the screen for an advisory message. If the SRB computation data is not displayed, the appropriate error message will appear.

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3. Print. To print this screen, press PF12 or use the "print screen" key if your terminal has that capability.

4. Termination. Use the following procedures to terminate the SRB Precompute process.

a. Logoff. To log off, press the PF3 key and the system will return to the CICS Selection Menu screen. When the CICS Selection Menu screen appears, type 01 and press <ENTER>, or, press the PF1 key and wait for the system to advance to the CL/SUPERSESSION Main Menu screen. At the CL/SUPERSESSION Main Menu screen, select F3 for the EXIT MENU to logoff the system. On the screen of the EXIT MENU type a selection number or position the cursor on a line and press <ENTER>. If the logoff process fails, repeat the above steps. **DO NOT LEAVE THE TERMINAL UNTIL THE LOGOFF PROCESS HAS BEEN SUCCESSFULLY EXECUTED.** Terminal Area Security Officers (TASOs) will monitor compliance with the logoff requirements.

b. Automatic Logoff. Whenever a user is logged on to the system using an application, and the terminal is left inactive for a short period of time, the system will automatically logoff (for security purposes). If this happens, the user will have to perform the logon process again to gain access.

B. TRS REMARK SUMMARY SYSTEM

1. Purpose. The TRS Remark Summary System will provide consolidated, selected data elements from the MMPA projected onto screens so that the user will have pertinent data compressed into a smaller, more workable viewing area. The user will be able to view additions, deletions, and changes to entitlements and deductions which have occurred within the MMPA since the production of the most current LES and will also have a brief summary of the selected remarks for the retention period of each remark. This application is available under the CICS program.

2. Accession. Use the following procedures to access the on-line TRS Remark Summary Screen:

a. Perform your applicable sign-on/logon process to access the CL/SUPERSESSION Main Menu screen. Once you have done this, select the Session ID menu application corresponding to CICS and press <ENTER>. Once <ENTER> is pressed, the system will display an "automatic logon in process - Step 1" message before advancing to the CICS Selection Menu screen.

b. Select the option that corresponds to TRS Remark Summary and press <ENTER>. The Remarks Summary Menu screen will appear.

3. Review/Print By Category. If you want to view or print an individual SSN by category, input the member's nine-digit social security number and the category code you want

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and press <ENTER>. Depending on which category you choose, the following options will be displayed at the bottom of the screen:

- a. ENTER: Page Fwd. Press the <ENTER> key to page forward if the category is continued.
- b. PF1: Category Selection = #. Type the next category code of your choice and press the PF1 key. Or, type a ? and press the PF1 key to display a help screen that displays the categories and descriptions.
- c. PF3: Exit. Press the PF3 key to exit the program.
- d. PF8: Page Back. Press the PF8 key to page back if the category has more than one screen.

To print the individual screen, press the Print Screen key.

4. Create SSN List. Press the PF4 key from the SSN View Selection Screen.
 - a. DSSN. Type the four-digit numeric disbursing station symbol number (DSSN).
 - b. Additional Routing Information. Type any additional routing information you may have to help the RASC or RJE site locate the office requesting the job. You can type up to 20 alphanumeric characters.

Press the <ENTER> key to continue the process.

- c. SSN. Type the nine-digit social security number of each member you want a Remark Summary print of. You may enter up to 25 SSNs.
- d. PF1: Print. Press the PF1 key to submit a batch job that will produce a printed report of the Remark Summary for each SSN listed. The report will be printed at the user's local printer as identified on the CICS Selection Menu. Turn around time to produce the report once the job is submitted will normally be 1/2 day, but may take longer depending upon system limitations.
- e. PF3: Exit. Press the PF3 key to exit the program. When you press the PF3 key, the SSN list will not remain on the screen and you will have to input the list again.

5. Termination. Use the following procedures to terminate the on-line Remark Summary program:

- a. Logoff. To log off, press the PF3 key and the system will return to the CICS Selection Menu screen. When the CICS Selection Menu screen appears, type 01 and press <ENTER>, or press the PF1 key, and wait for the system to advance to the CL/SUPERSESSION

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Main Menu screen. At the CL/SUPERSESSION Main Menu screen, select F3 for the EXIT MENU to logoff the system. On the screen of the EXIT MENU type a selection number or position the cursor on a line and press <ENTER>. If the logoff process fails, repeat the above steps. DO NOT LEAVE THE TERMINAL UNTIL THE LOGOFF PROCESS HAS BEEN SUCCESSFULLY EXECUTED. TASOs will monitor compliance with the logoff requirements.

b. Automatic Logoff. Whenever a user is logged on to the system using an application, and the terminal is left inactive for a short period of time, the system will automatically logoff (for security purposes). If this happens, the user will have to perform the logon process again to gain access.

C. ACTIVE DUTY AND RESERVE ON-LINE LES REVIEW

1. Purpose. The TCE MCTFS LES Review System provides the on-line capability of printing and viewing LESS. It may be used at any time when a copy of the LES is not available.

2. Accession. Use the following procedures to access the on-line LES REVIEW Summary Screen:

a. Perform your applicable sign-on/logon process to access the CL/SUPERSESSION Main Menu screen. Once you have done this, select the Session ID menu application corresponding to CICS and press <ENTER>. Once <ENTER> is pressed, the system will display an "automatic logon in progress - Step 1" message before advancing to the CICS Selection Menu screen.

b. Type the option number that corresponds to TCE MCTFS LES REVIEW and press <ENTER>. The USMC LES REVIEW SYSTEM input menu will appear automatically.

3. Review a Member's LES. Enter the member's nine-digit social security number, the three-character abbreviation for the month of the LES requested (e.g., FEB, MAR, etc.), and a one-digit code "A" for active, "R" for reserve, and the following will be displayed:

a. Display Sections A-E of the LES. Press the <ENTER> key or the PF4 key.

b. Display Section F. If you want to review the remaining lines of Section F, press the <ENTER> key or the F8 key.

c. Return to the LES Review Main Menu Screen. Press the F3 key to return to the USMC LES REVIEW SYSTEM MENU screen.

4. Return to CICS Main Menu. Press the PF3 key to return to the CICS Selection Menu screen.

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5. Termination. Use the following procedures to terminate the on-line Active Duty LES Review:

a. Logoff. To log off, press the PF3 key and the system will return to the CICS Selection Menu screen. When the CICS Selection Menu screen appears, type 01 and press <ENTER>, or press the PF1 key, and wait for the system to advance to the CL/SUPERSESSION Main Menu screen. At the CL/SUPERSESSION Main Menu screen, select F3 for the EXIT MENU to logoff the system. On the screen of the EXIT MENU type a selection number or position the cursor on a line and press <ENTER>. If the logoff process fails, repeat the above steps. DO NOT LEAVE THE TERMINAL UNTIL THE LOGOFF PROCESS HAS BEEN SUCCESSFULLY EXECUTED. The TASOs will monitor compliance with the logoff requirements.

b. Automatic Logoff. Whenever a user is logged on to the system using an application, and the terminal is left inactive for a short period of time, the system will automatically logoff (for security purposes). If this happens, the user will have to perform the logon process again to gain access.

D. ACTIVE DUTY AND RESERVE ON-LINE LES PRINT

1. Purpose. The TRW On-Line LES Print System provides the on-line capability of printing LESs. It may be used at any time when a copy of the LES is not available.

2. Accession. Use the following procedures to access the on-line TRW On-Line LES Print:

a. Perform your applicable sign-on/logon process to access the CL/SUPERSESSION Main Menu screen. Once you have done this, select the Session ID menu application corresponding to CICS and press <ENTER>. Once <ENTER> is pressed, the system will display an "automatic logon in progress - Step 1" message before advancing to the CICS Selection Menu screen.

b. Press the option number that corresponds to TRW On-Line LES Print. The USMC LES Print System input menu will appear automatically.

3. Print Designated SSNs LESs. To print monthly LESs for individual SSNs (up to a maximum of 25), press the PF5 key and the PRINT LES'S FOR 25 OR LESS SPECIFIED SSN(S) screen will appear automatically.

a. Enter a three-character abbreviation for the LES month requested (e.g., FEB, MAR, etc.) and the four-digit year (e.g., 1993).

b. Enter "A" for ACTIVE DUTY, "R" for reserve and your eight-byte Kansas City CICS printer ID (e.g., TP1B4817).

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c. Type in the SSNs for the LESs requested. SSNs entered will not be validated at the time of input.

Note: If the SSN(s) is not resident on the master file at the time the LES(s) are printed, the message "SSN's Not Resident On File" report will be printed at the end of the LES Print and list the SSNs that were not valid.

d. After typing the SSNs, press the <ENTER> key and the LESs will be printed.

e. Press the PF3 key to exit and the main USMC LES Print System Menu screen will appear.

4. Print LESs for a RUC. To print LESs for a designated RUC, press the PF6.

a. Enter the RUC for which you want LESs printed.

b. Enter the DSSN for which you want LESs printed.

c. Enter a three-character abbreviation for the month of the LES requested (e.g., FEB, MAR, etc.) and the four-digit year (e.g., 1993).

d. Enter "A" or "R" for ACTIVE DUTY or RESERVE.

e. On the ROUTING INFO line, enter your rank, name, and the office where you want your local Regional Automated Services Center (RASC) to send the LESs. To process your request, press <ENTER>. The routing information entered will be printed on the first page of output to identify the person, office, etc., requesting the LESs. When the batch job to create the LESs has been submitted by CICS, the message "JOB HAS BEEN SUBMITTED" will appear on the screen.

f. Press PF3 key to exit and the main USMC LES Print System Menu screen will appear.

5. Print LESs for a DSSN. When requesting LESs for an entire DSSN, press the PF7 key.

a. Enter the DSSN for which you want LESs printed and follow the procedures for requesting LESs by RUC.

b. Press the PF3 key to exit and the main USMC LES Print System Menu screen will appear.

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6. Return to CICS Main Menu. Press the PF3 key to return to the CICS Selection Menu screen.

7. Termination. Use the following procedures to terminate the on-line Active Duty LES Review:

a. Logoff. To log off, press the PF3 key and the system will return to the CICS Selection Menu screen. When the CICS Selection Menu screen appears, type 01 and press <ENTER>, or press the PF1 key, and wait for the system to advance to the CL/SUPERSESSION Main Menu screen. At the CL/SUPERSESSION Main Menu screen, select F3 for the EXIT MENU to logoff the system. On the screen of the EXIT MENU type a selection number or position the cursor on a line and press <ENTER>. If the logoff process fails, repeat the above steps. DO NOT LEAVE THE TERMINAL UNTIL THE LOGOFF PROCESS HAS BEEN SUCCESSFULLY EXECUTED. TASOs will monitor compliance with the logoff requirements.

b. Automatic Logoff. Whenever a user is logged on to the system using an application, and the terminal is left inactive for a short period of time, the system will automatically logoff (for security purposes). If this happens the user will have to perform the logon process again to gain access.

E. TUF DD/EFT TRACE INQUIRY

1. Purpose. The TUF DD/EFT Trace Inquiry provides the on-line capability to obtain the trace number issued to each EFT payment each payday. When a member who is receiving pay by EFT does not receive a payday payment at the financial institution, the trace number is needed by the financial institution to track the payment. The trace number is changed each payday. For active duty members' payments, the EFT trace inquiry displays only the most recent amount payment. For reserve members' payments, the EFT trace inquiry displays the most recent amount payment as well as the two prior payments.

2. Accession. Use the following procedures to access the TUF DD/EFT TRACE INQUIRY:

a. Perform your applicable sign-on/logon process to access the CL/SUPERSESSION Main Menu screen. Once you have done this, select the Session ID menu application corresponding to CICS and press <ENTER>. Once <ENTER> is pressed, the system will display an "automatic logon in progress - Step 1" message before advancing to the CICS Selection Menu screen.

b. Type the option number that corresponds to TUF DD/EFT TRACE INQUIRY and press <ENTER>. The Trace Number Menu input screen will appear automatically.

(1) SELECT FILE NUMBER. Type the SELECT FILE NUMBER and press the <ENTER> key. The EFT Trace Number Display Screen will appear automatically.

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(2) NEXT SSN SELECTION. Enter the member's nine-digit social security number and press the <ENTER> key.

(3) The screen displays the following information:

- a Member's name and SSN,
- b Name of financial institution,
- c Routing number of the financial institution (routing transit number (RTN)),
- d Member's account number,
- e Type of account (22=checking and 32=savings),
- f Fifteen-digit trace number,
- g Payment amount, and
- h Date of the payment.

(4) If you want to obtain another trace number for a different member, type the nine-digit SSN in the NEXT SSN SELECTION field and press <ENTER>. The information will be displayed on the screen. Press the PF3 key to return to the previous screen. Press the CLEAR key to refresh the screen, or press the PF1 key to return to the CICS Selection Menu Screen.

3. Termination. Use the following procedures to terminate the CICS TUF DD/EFT Trace Inquiry System.

a. Logoff. To log off, press the PF3 key and the system will return to the CICS Selection Menu screen. When the CICS Selection Menu screen appears, type 01 and press <ENTER>, or press the PF1 key, and wait for the system to advance to the CL/SUPERSESSION Main Menu screen. At the CL/SUPERSESSION Main Menu screen, select F3 for the EXIT MENU to logoff the system. On the screen of the EXIT MENU type a selection number or position the cursor on a line and press <ENTER>. If the logoff process fails, repeat the above steps. DO NOT LEAVE THE TERMINAL UNTIL THE LOGOFF PROCESS HAS BEEN SUCCESSFULLY EXECUTED. TASOs will monitor compliance with the logoff requirements.

b. Automatic Logoff. Whenever a user is logged on to the system using an application, and the terminal is left inactive for a short period of time, the system will automatically logoff (for security purposes). If this happens, the user will have to perform the logon process again to gain access.

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F. ACCESS TO ON-LINE BASIC ALLOWANCE HOUSING (BAH) RATES AND ZIP CODES

1. Purpose. Effective July 14, 1993, all users with access to the KCT NETWORK have access to the BAH application under Production CICS. This option allows a read only view of the current and first prior BAH ZIP Code and BAH rates (with/without dependents). This application can be used in place of the hard copy BAH tables to verify current BAH table information. Members who do not have access to KCT NETWORK at the time of initial implementation must contact their TASO and request access to Profile Name "T7040" and Production Name "\$50."

2. Accession. Use the following procedures to access the BAH tables:

a. Perform your applicable sign-on/logon process to access the CL/SUPERSESSION Main Menu screen. Once you have done this, select the Session ID menu application corresponding to CICS and press <ENTER>. Once <ENTER> is pressed, the system will display an "automatic logon in progress - Step 1" message before advancing to the CICS Selection Menu screen.

b. Type the option number that corresponds to TDA4 BAH ON-LINE VIEW and press <ENTER>. The BASIC ALLOWANCE HOUSING (BAH) input menu will appear automatically. The following parameters will be required to use this application: ZIP Code (five-digit number, e.g., 11111, BAH code (W=with dependents, O (alpha character)=without dependents), and rank (four-digit alphanumeric, e.g., E05, O02E, O010). (Ranks of E9S or the HQMC must be entered as E09 and O010.) When exiting each option, use the PF3 key to allow data to be saved from a previous option.

3. Review Specific ZIP Code Data

a. To retrieve a specific ZIP Code's military housing area (MHA) code and the MHAs geographic location, enter Option 1 and the five-digit numeric ZIP Code and press <ENTER>.

Note: If the ZIP Code entered is not resident on the BAH tables, the message "NO RECORD FOUND" will be displayed

b. Printing Screen. If a copy of the screen is needed, press the necessary "print keys."

c. Review Another ZIP Code. Type over the displayed ZIP Code and press the <ENTER> key.

d. Return to the BAH Menu. Press the PF3 or F3 key to save the current MHA from the BAH ZIP Code option and return to the BAH Menu screen.

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4. Review Monthly BAH Rates By Rank.

a. On the BAH Menu, enter Option 2 for the BAH rates, the three-digit MHA code, the BAH code of W for "with dependents" or O for the "without dependents", and press <ENTER>. (Note: If the MHA code is not found, the message "RECORD NOT FOUND" will be displayed.) If an invalid code (other than W or O) is entered, the message "BAH MUST BE EITHER W OR O (FOR WITH/WITHOUT DEPENDENTS)". (The Header will reflect your selection and whether it is the "with" or "without" information.)

b. Printing Screen. If a copy of the screen is needed, press the necessary "print keys."

c. Review Another MHA Code With the Same BAH Code. Type over the displayed MHA code and press the <ENTER> key. To retrieve another MHA Code with a different BAH code, press the <ENTER> key, or PF3/F3 to return to the BAH Menu screen. When the BAH Menu screen is displayed, enter Option 2, the next MHA code, the BAH code, and press the <ENTER> key.

5. Review an Individual BAH Summary Table This option shows the information needed to compute BAH. Enter Option 4 from the BAH Menu screen, the five-digit ZIP Code, the BAH code of W for "with dependents" or O for the "without dependents", and the rank being requested (four-digit alphanumeric field: the first digit must be an E (enlisted), O (alpha character for officer) or W (chief warrant officer), the second digit must be 0 (zero), and the third and fourth digits are for grade. (Use 1 through 10, E001, E002, E003, O010 for the HQMC, and E009 for E09S when entering the grade and press the <ENTER> key.)

a. Printing Screen. If a copy of the screen is needed, press the necessary "print keys."

b. Review Another Individual BAH Summary Table. Type over the displayed ZIP Code, BAH code, number of sharers, and rank and then press the <ENTER> key. Press the PF3/F3 to return to the BAH Menu screen.

6. Termination. Use the following procedures to terminate the On-Line BAH Tables.

a. Logoff. To log off, press the PF3 key and the system will return to the CICS Selection Menu screen. When the CICS Selection Menu screen appears, type 01 and press <ENTER>, or press the PF1 key, and wait for the system to advance to the CL/SUPERSESSION Main Menu screen. At the CL/SUPERSESSION Main Menu screen, select the F3 for the EXIT MENU to logoff the system. On the screen of the EXIT MENU type a selection number or position the cursor on a line and press <ENTER>. If the logoff process fails, repeat the above steps. DO NOT LEAVE THE TERMINAL UNTIL THE LOGOFF PROCESS HAS BEEN SUCCESSFULLY EXECUTED. TASOs will monitor compliance with the logoff requirements.

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b. Automatic Logoff. Whenever a user is logged on to the system using an application, and the terminal is left inactive for a short period of time, the system will automatically logoff (for security purposes). If this happens, the user will have to perform the logon process again to gain access.

***G. SUSPECT PAYMENT REPORT ON INFOPAC-RDS REPORT DISTRIBUTION SYSTEM**

1. Purpose. The INFOPAC-RDS Report Distribution System provides the on-line capability of viewing and printing the Suspect Payment Report.

2. Accession. Use the following procedures to request access to the Suspect Payment Report:

a. To request access to the Suspect Payment Report on INFOPAC, either transmit a facsimile (telefax) to DSN 693-7144 or (314) 263-7144, or write to the Defense Megacenters, St. Louis, WEL2, Production Analysis Unit, 4300 Goodfellow Blvd., St. Louis, MO 63120-1798. The following information must be provided:

(1) Name of report to access: Suspect Payment Report.

* (2) Step name: T7030UGC (for KC).
T7030UGI (for OKI).

(3) Name of member(s) requesting access.

(4) Member(s) USERID.

(5) Telephone number where the member(s) can be reached.

*3. Retrieval and Printing. Once access has been provided, to view/print the Suspect Payment Report, perform your applicable sign-on/logon process to access the CL/SUPERSESSION Main Menu screen. Once you have done this, select the Session ID menu application corresponding to INFOPAC RDS and press <ENTER>. The INFOPAC-RDS Viewing Menu screen would appear.

a. On this screen move the cursor to REPORT ID and type in your Report ID T7030UGC (for KC) or T7030UGI (for OKI). Move the cursor to the DISPLAY SECTION ID and change "NO" to "YES" and press <ENTER>. The INFOPAC RDS REPORTS screen will appear.

b. On the INFOPAC RDS REPORTS screen move the cursor to T7030UGC (for KC) or T7030UGI (for OKI). Place an "A" and press <ENTER>. The REPORT VERSIONS screen will appear.

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c. On the REPORT VERSIONS screen, move the cursor to the date and type in "A" and press <ENTER>. The REPORT SECTION INDEX screen will appear.

d. On the REPORT SECTION INDEX screen type an "X" next to the DSSN you want to view and press <ENTER>. If you do not see your DSSN on this page, press "F8" to move down a page and press "F7" to move back a page.

e. To print the report, press PF2 and the Printing Menu screen will appear. The Letter O will appear in the PRINTER field. Move your cursor to the ONLINE PRINTER ID and type in your printer ID and press <ENTER>. The next screen will tell you to press <ENTER> again. Your SPL will be printed to your designated printer.

4. Return to CL/SUPERSESSION Main Menu Screen. Press the PF3 key and the INFOPAC RDS REPORTS screen appears. Press the PF3 key and the INFOPAC Viewing Menu screen appears. At the INFOPAC Viewing Menu screen, press the PF3 key again and the CL/SUPERSESSION Main Menu Screen appears.

5. Termination. Use the following procedures to terminate from the CL/SUPERSESSION Main Menu screen.

a. Logoff. To log off, press the PF3 key and the system will return to the CICS Selection Menu screen. When the CICS Selection Menu screen appears, type 01 and press <ENTER>, or press the PF1 key, and wait for the system to advance to the CL/SUPERSESSION Main Menu screen. At the CL/SUPERSESSION Main Menu screen, select the F3 for the EXIT MENU to logoff the system. On the screen of the EXIT MENU type a selection number or position the cursor on a line and press <ENTER>. If the logoff process fails, repeat the above steps. DO NOT LEAVE THE TERMINAL UNTIL THE LOGOFF PROCESS HAS BEEN SUCCESSFULLY EXECUTED. TASOs will monitor compliance with the logoff requirements.

b. Automatic Logoff. Whenever a user is logged on to the system using an application, and the terminal is left inactive for a short period of time, the system will automatically logoff (for security purposes). If this happens, the user will have to perform the logon process again to gain access.

H. MISCELLANEOUS COMPUTED PAY INFORMATION

1. Purpose. The On-Line Miscellaneous Computed Pay Information application provides the on-line capability of viewing and printing a member's current monthly gross pay, net pay total allotment deductions, disposable pay, monthly amount available for advance pay, current unit mailing address and an English description of the current pay status code.

2. Accession. Use the following procedures to access the On-Line Miscellaneous Computed Pay Information Screen:

a. Perform your applicable sign-on/logon process to access the CL/SUPERSESSION Main. Once you have done this, position the cursor on the (Session ID

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Menu Application) name corresponding to CICS and press <ENTER>. Once <ENTER> is pressed, the system will display an "automatic login in progress - Step 1" message before advancing to the CICS Selection Menu screen.

b. Type the option number that corresponds to TJA MC Total Force System and press <ENTER>. The Marine Corps Total Force System Menu Screen will appear automatically.

c. On the Marine Corps Total Force System screen, type MCPI and enter a leading zero followed by the member's nine-digit social security number and press <ENTER>. The Miscellaneous Computed Pay Information (MIS INFO ON PAY AVAILABILITY) screen will appear automatically.

Note:	The allotment amounts for garnishments, statutorily required support allotments, and court-ordered bankruptcy payments are included in the total allotment deduction amount on the Miscellaneous Computed Pay Information Screen. However, these types of allotments are not deducted from the member's Monthly Amount Available for Advance Pay. The member's allotment deductions must be verified for these types of allotments and the total monthly allotment amount must be deducted from the monthly amount available for advance pay before an advance payment is made.
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3. Print. To print this screen, press the PF12 key or use the "print screen" key if your terminal has that capability.

4. Termination. Use the following procedures to terminate from the On-line Miscellaneous Computed Pay Information application screen.

a. Logoff. To logoff, press the PF3 key and the system will return to the Marine Corps Total Force System screen. Press the PF3 key again and the CICS Selection Menu screen appears. When the CICS Selection Menu screen appears, type 01 and press <ENTER> or press the PF1 key and wait for the system to advance to the CL/SUPERSESSION Main Menu screen. At the CL/SUPERSESSION Main Menu screen, press the F3 key. Type a selection number and press <ENTER> to logoff the system. On the screen of the EXIT MENU type a selection number or position the cursor on a line and press <ENTER>. If the logoff process fails, repeat the above steps. DO NOT LEAVE THE TERMINAL UNTIL THE LOGOFF PROCESS HAS BEEN SUCCESSFULLY EXECUTED. Terminal Area Security Officers (TASOs) will monitor compliance with the logoff requirements.

b. Automatic Logoff. Whenever a user is logged on to the system using an application, and the terminal is left inactive for a short period of time, the system will automatically logoff (for security purposes). If this happens, the user will have to perform the login process again to gain access.

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I. MCTFS ERROR CODE TABLES

1. Purpose. The MCTFS Error Code Tables provide the on-line capability of viewing the English description of all errors and the research codes associated with the processing of a transaction as reflected in the Diary Retrieval System (DRS).

2. Accession. Use the following procedures to access the On-Line MCTFS Error Code Tables:

a. Perform your applicable sign-on/logon process to access the CL/SUPERSESSION Main Menu screen. Once you have done this, select the Session ID menu application corresponding to CICS and press <ENTER>. Once <ENTER> is pressed, the system will display an "automatic logon in progress - Step 1" message before advancing to the CICS Selection Menu screen.

b. Key in the option number that corresponds to TER MCTFS ERROR CODE TABLES and press <ENTER>. The Error Code Tables On-Line Main Menu screen will appear automatically.

(1) From the Error Code Tables On-Line Main Menu screen, press the PF1 key and the system will display the first page of the MMS Error Codes Table.

Note: At the bottom of each page/screen, the system displays the function keys that will assist you in viewing this table. This series of screens displays the format, edit, and poster errors (hard fail) generated out of the central process. This display process allows you to browse through all error codes for a specific type transaction code (TTC) by keying in a TTC and then paging up or down (PF7 = up or PF8 = down) or, you may key in a specific TTC and error code.

(2) From the Error Code Tables On-Line Main Menu screen, press the PF2 key and the system will display the first page of the Research Code Table.

Note: At the bottom of each page/screen, the system displays the function keys that will assist you in viewing this table. This series of screens displays the advisory type messages generated out of the central process. This display process allows you to browse through all research codes for a specific type transaction code (TTC) by keying in a TTC and then paging up or down (PF7 = up or PF8 = down) or you may key in a specific TTC and research code.

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(3) From the Error Code Tables On-Line Main Menu screen, press the PF3 key and the system will exit the Main Menu and return to the CICS Selection Menu screen.

(4) From the Error Code Tables On-Line Main Menu screen, press the PF4 key and the system will display the MCTFS Error Codes Tables HELP Menu.

(5) From the MCTFS Error Codes Tables HELP Menu screen, press the PF1 key and the system will display instructions on the MMS Error Codes Tables.

(6) From the MCTFS Error Codes Tables HELP Menu screen, press the PF2 key and the system will display instructions on the Research Code Tables.

(7) From the MCTFS Error Codes Tables HELP Menu screen, press the PF3 key and the system will exit the HELP Menu and return to the Error Code Tables On-Line Main Menu screen.

3. Termination. Use the following procedures to terminate the On-Line MCTFS Error Code Tables.

a. Logoff. To log off, press the PF3 key and the system will return to the CICS Selection Menu screen. When the CICS Selection Menu screen appears, type 01 and press <ENTER> or press the PF1 key and wait for the system to advance to the CL/SUPERSESSION Main Menu screen. At the CL/SUPERSESSION Main Menu screen, press the F3 key. Type a selection number and press <ENTER> to logoff the system. On the screen of the EXIT MENU type a selection number or position the cursor on a line and press <ENTER>. If the logoff process fails, repeat the above steps. DO NOT LEAVE THE TERMINAL UNTIL THE LOGOFF PROCESS HAS BEEN SUCCESSFULLY EXECUTED. Terminal Area Security Officers (TASOs) will monitor compliance with the logoff requirements.

b. Automatic Logoff. Whenever a user is logged on to the system using an application, and the terminal is left inactive for a short period of time, the system will automatically logoff (for security purposes). If this happens, the user will have to perform the logon process again to gain access.

J. *ON-LINE STATION ALLOWANCE TABLES

1. Purpose This application assists the commanding/finance officers in the computation of overseas COLA, OHA, MIHA and CONUS COLA for adjustments and inquiries. Current year and some prior table information is provided to assist in computing retroactive entitlements. The station allowance tables are available on the CICS Selection Menu, TDE ENTITLEMENTS MENU. If you do not have access to this application under CICS, contact your applicable terminal area security officer (TASO) to get access. .

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2. Commanding/Finance Officers. Select those tables needed to compute Overseas COLA (tables CE, CF, CB and CD), MIHA (tables BJ and BF), OHA (tables BF, BG, BH, BI and CONUS COLA (tables CA and CG) entitlements. The station allowance tables are available on the CICS Selection Menu TDE ENTITLEMENTS MENU.

3. Accession. Perform your applicable sign-on process to access the CICS SELECTION MENU. Once you have done this, select the 'TDE ENTITLEMENT TABLES MENU' and press <ENTER>. The ENTITLEMENT TABLES SCREEN will appear.

a. On this screen enter the requested two-digit Station Allowance Table ID from the table list below.

- (1) CF - COLA Adjustment Table (Index)
- (2) CE - COLA Unique Expense Table
- (3) CB - COLA Annual Compensation Table
- (4) CC - COLA Spendable Income Table
- (5) BJ - MIHA Table
- (6) BF - Monetary Exchange Rate Table
(OHA Rate-Of Exchange)
- (7) BH - Rents Rates Table (OHA Ceiling)
- (8) BG - Utility Rates (OHA ENL & OFF)
- (9) BI - Unaccompanied PCNT (OHA Percentage)
- (10) CA - CONUS COLA Rate Table
- (11) CG - CONUS COLA Zip Code Table

b. Next enter the Effective Date (i.e., YYYYMMDD – 20050101 or 20060215)

c. If applicable, enter the member's Rank (i.e., E8, O3E)

4. COLA Adjustment Table (CF, Index). On the ENTITLEMENT TABLES SCREEN enter Table ID CF for the COLA Index and enter the Effective Date desired. Press the <ENTER> Key and the next screen will ask you for the 5-digit Country Geographic Location Code (2 alpha and 3 numeric). Press the <ENTER> Key and the next screen will provide you the Country, and City, the Effective Date and the Index Quantity. If the location requested is deactivated, the Inactive Flag "1" will appear.

a. Press the PF/PF8 key to scroll back/forward for the Geographic Locations. Press the PF9/PF10 key to scroll for the Effective Dates.

b. Press the PF3 key to return to the TDE ENTITLEMENT TABLES MENU Screen.

c. Press the PF3 key again to return to the CICS SELECTION MENU.

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5. Table ID: COLA Unique Expense (CE) Table . On the ENTITLEMENT TABLES SCREEN enter Table ID CE for the COLA Unique Expense Table. Then enter the Effective Date desired. Press the <ENTER> Key and the next screen will ask you for the 5-digit Country Geographic Location Code (2 alpha and 3 numeric). Press the <ENTER> Key and the next screen will provide you the Country, City, the Effective Date and the COLA Type Code 1 through 5. If the location requested is deactivated, the Inactive Flag “1” will appear.

a. To get information on an other location, enter another Geographic Location Code and press the <ENTER> Key.

b. Press the PF3 key to return to the TDE ENTITLEMENT TABLES MENU Screen.

c. Press the PF3 key again to return to the CICS SELECTION MENU.

6. Table ID: COLA Annual Compensation Table (CB). On the ENTITLEMENT TABLES SCREEN enter Table ID CB for the COLA Annual Compensation Table. Then enter the Effective Date desired and enter the Rank. The COLA Annual Compensation for dependents is based on the member's Rank, Years of Service (YOS) and the member's Dependency (with or without dependents). Press the <ENTER> Key and the next screen will ask you to enter the Type Code. The Type Codes are listed as O = WITHOUT DEPENDENTS, W = WITH DEPENDENTS and A = for ALL (DEFAULT) which will show all the options. Press the <ENTER> Key and the next screen will appear providing the Effective Date, YOS and the Annual Compensation Amount.

a. Press the PF7/PF8 key to scroll back/forward for other Ranks.

b. Press the PF3 key to return to the TDE ENTITLEMENT TABLES MENU Screen.

c. Press the PF3 key again to return to the CICS SELECTION MENU.

7. Table ID: COLA Spendable Income Table (CC). On the ENTITLEMENT TABLES SCREEN enter Table ID CC for COLA Spendable Income Table. Then enter the Effective Date desired. Press the <ENTER> Key and the next screen will show the Effective Date and the minimum COLA Spendable Amount based on the number of dependents.

a. Press the PF9/PF10 key to scroll up or down for the Effective Dates.

b. Press the PF3 key to return to the TDE ENTITLEMENT TABLES MENU Screen.

c. Press the PF3 key again to return to the CICS SELECTION MENU.

8. Table ID: MIHA Table (BJ). On the ENTITLEMENT TABLES SCREEN enter Table ID BJ for the Table. Then enter the Effective Date desired. Press the <ENTER> Key

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and the next screen will ask you to enter the 5-digit MIHA Location Code (2 alpha and 3 numeric). Press the <ENTER> Key and the next screen will show the Country Name, City Name the Currency Code and the MIHA Rate. If the location requested is deactivated, the Inactive Flag “1” will appear.

a. Press the PF7/PF8 key to scroll back/forward for the Geographic Locations. Press the PF9/PF10 key to scroll for the Effective Dates.

b. Press the PF3 key to return to the TDE ENTITLEMENT TABLES MENU Screen.

c. Press the PF3 key again to return to the CICS SELECTION MENU.

9. Table ID: Monetary Exchange Rate Table (BF, OHA Rate Of Exchange). On the ENTITLEMENT TABLES SCREEN enter Table ID BF for the Monetary Exchange Rate Table (OHA Rate Of Exchange Rate Table). Then enter the Effective Date desired. Press the <ENTER> Key and the next screen will ask you to enter Currency Code (2-digit Alpha). Press the <ENTER> Key and the next screen will show the Currency Code, Country Name, Effective Date, Monetary Unit and the Exchange Rate. If the location requested is deactivated, the Inactive Flag “1” will appear.

a. Press the PF7/PF8 key to scroll back/forward for the other Currency Codes. Press the PF9/PF10 key to scroll for the Effective Dates.

b. Press the PF3 key to return to the TDE ENTITLEMENT TABLES MENU Screen.

c. Press the PF3 key again to return to the CICS SELECTION MENU.

10. Table ID: Rents Rates Table (BH, OHA Ceiling). On the ENTITLEMENT TABLES SCREEN enter Table ID BH for the Table. Then enter the Effective Date desired, and the rank. Press the <ENTER> Key and the next screen will ask you to enter the Country Code (2-digit alpha) and the City Code (3-digit alpha). Press the <ENTER> Key and the next screen will show the Country and City Code, Effective Date, Currency Code and the Current Rent Rate. If the location requested is deactivated, the Inactive Flag “1” will appear.

a. Press the PF7/PF8 key to scroll back/forward for other Ranks. Press the PF9/PF10 key to scroll for the Effective Dates.

b. Press the PF3 key to return to the TDE ENTITLEMENT TABLES MENU Screen.

c. Press the PF3 key again to return to the CICS SELECTION MENU.

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11. Table ID: Utility Rates Table (BG, OHA ENL & OFF). On the ENTITLEMENT TABLES SCREEN enter Table ID BG for the Table. Then enter the Effective Date desired and the Rank. Press the <ENTER> Key and the next screen will ask you to enter the Country Code (2-digit alpha) and the City Code (3-digit alpha). Press the <ENTER> Key and the next screen will show the Country and City Code, Effective Date, Climate Code and the Currency Code Rates for Enlisted and Officers). If the location requested is deactivated, the Inactive Flag “1” will appear.

a. Press the PF7/PF8 key to scroll back/forward for the Geographic Locations. Press the PF9/PF10 key to scroll for the Effective Dates.

b. Press the PF3 key to return to the TDE ENTITLEMENT TABLES MENU Screen.

c. Press the PF3 key again to return to the CICS SELECTION MENU. If the location requested is deactivated, the Inactive Flag “1” will appear.

12. Table ID: Unaccompanied PCNT Table (BI, OHA Percentage). On the ENTITLEMENT TABLES SCREEN enter Table ID BI for the Table. Then enter the Effective Date desired and the Rank. Press the <ENTER> Key and the next screen will ask you to enter the Country Code and the City Code. Press the <ENTER> Key and the next screen will show the Country and City Name, Effective Date and the Unaccompanied Officer and Enlisted Rates.

a. Press the PF7/PF8 key to scroll back/forward for the Geographic Locations. Press the PF9/PF10 key to scroll for the Effective Dates.

b. Press the PF3 key to return to the TDE ENTITLEMENT TABLES MENU Screen.

c. Press the PF3 key again to return to the CICS SELECTION MENU.

13. Table ID: CONUS COLA Rate Table (CA). The CONUS COLA Rates are based on Rank, Years of Service (YOS) and the Dependency (with or without dependents). On the ENTITLEMENT TABLES SCREEN enter Table ID CA for the Table. Then enter the Effective Date desired and the Rank. Press the <ENTER> Key and the next screen will ask you to enter the Type Code. Options are listed on the same page as O = Without Dependents, W = With Dependents and A = All (Default) which will show all options. Press the <ENTER> Key and the next screen will show the Effective Date, YOS and the CONUS COLA Rates.

a. Press the PF7/PF8 key to scroll back/forward for the other Ranks. Press the PF9/PF10 key to scroll for the Effective Dates.

b. Press the PF3 key to return to the TDE ENTITLEMENT TABLES MENU Screen.

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- c. Press the PF3 key again to return to the CICS SELECTION MENU.

14. Table ID: CONUS COLA Zip Code Table (CG). On the ENTITLEMENT TABLES SCREEN enter Table ID CG for the Table. Then enter the Effective Date desired. Press the <ENTER> Key and the next screen will ask you to enter the ZIP Code. Press the <ENTER> Key and the next screen will show the Effective Date and the Current Index Code.

- a. Press the PF7/PF8 key to scroll back/forward for other Zip Codes. Press the PF9/PF10 key to scroll for the Effective Dates.

- b. Press the PF3 key to return to the TDE ENTITLEMENT TABLES MENU Screen.

- c. Press the PF3 key again to return to the CICS SELECTION MENU.

15. Termination. Use the following procedures to terminate the On-Line Station Allowances Tables.

- a. Logoff. To log off, press the PF3 key and the system will return to the CICS Selection Menu screen. When the CICS Selection Menu screen appears, type 01 and press <ENTER>, or press the PF1 key, and wait for the system to advance to the CL/SUPERSESSION Main Menu screen. At the CL/SUPERSESSION Main Menu screen, select F3 for the EXIT MENU to logoff the system. On the screen of the EXIT MENU type a selection number or position the cursor on a line and press <ENTER>. If the logoff process fails, repeat the above steps. DO NOT LEAVE THE TERMINAL UNTIL THE LOGOFF PROCESS HAS BEEN SUCCESSFULLY EXECUTED. TASOs will monitor compliance with the logoff requirements.

- b. Automatic Logoff. Whenever a user is logged on to the system using an application, and the terminal is left inactive for a short period of time, the system will automatically logoff (for security purposes). If this happens the user will have to perform the logon process again to gain access.

K. DIRECT DEPOSIT PARTICIPATION REPORT

1. The Direct Deposit Participation Report is available on the CL/SUPERSESSION Main Menu, INFOPAC, for both the financial and administrative community's use. This application assists the commanding/finance officers in direct deposit inquiries. To review this report, you must have access to CL/SUPERSESSION Main Menu, INFOPAC.

2. If you do not have access to this application under INFOPAC, contact your applicable Terminal Area Security Officer (TASO) to get access to Report ID: T7030UEH, Report Name: TC7030B4 Direct Deposit Participation Report.

- a. When the Viewing Menu is displayed on the screen, type T7030UEH in the Report/Topic ID Field.

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b. Move the cursor until it appears next to the Display List of Versions Field then enter the word “Yes”.

c. Move the cursor to the Display Section Index Field, then enter the word “Yes” again and press the <ENTER> key.

d. Various versions of the report will be displayed on the screen. The version listed first will be the most recent. Type an “X” in its Option Column, then press the <ENTER> key. The Report Section Index appears.

e. Type an X at the flashing cursor, then press the <ENTER> key. The beginning of the report will be displayed.

(1) The cursor appears at the COMMAND = = = > prompt at the top left of the screen. Next to this command, type the word “Down”, followed by a space and the approximate number of pages you wish to advance.

(2) Then press the <TAB> key to move the cursor next to SCROLL = = = > which appears at the right of the screen. Change the word SCREEN to PAGE.

(3) Press the <ENTER> key, and the page entered (plus one) will be displayed on the screen. For example, the Direct Deposit Participation Report generated at the end-of-the month U&E (September 9, 1999) for DSSN 6795, RUC 01363, begins on page 2752. To access this report, enter “Down 2751” next to COMMAND, change the word SCREEN to PAGE, then press the <ENTER> key. Page 2752 will be displayed on the screen.

g. When looking for the start of your DSSN or RUC, use the command DOWN (number) to search farther in the report. But, if you bypass the beginning of your DSSN/RUC, use the command UP (number). This will return you to previous pages.

Note: When entering numbers, INFOPAC will advance or return the number of pages you entered, it does not go to that particular page number.

h. To print the report, you must have access to an on-line printer. With the report displayed on the screen, press the F2 key. The printing menu will be displayed.

(1) Move the cursor to FROM = = = > PAGE and enter the page number on which your DSSN/RUC report begins (for example 2752).

(2) Then move the cursor TO = = = > PAGE and enter the page number where your DSSN/RUC report ends (2755).

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(3) Next, enter the number of pages that need to be printed. If you enter 3 and your RUCs report is five pages long, you will only get the first three pages.

(4) Type the letter “O” in the printer field, and the on-line printer ID in the corresponding field, press the <ENTER> key.

(5) The Command Line at the top of the screen will again instruct you to press <ENTER>. Once this is done, it will advise you the print request has been submitted.

(6) When you are finished, press PF3 to exit.

K. ACCESS TO LEAVE AND EARNINGS (LES) ARCHIVES

1. Access to LES Archives Via Report Web. Finance personnel have access to active duty and reserve LES available on the Internet at Report.Web via <https://ckc.olrv.ogen.disa.mil>. A user ID and password are required. An application for Report.Web access must be sent, via e-mail to the Marine Corps Disbursing Operations and Systems Section (MCDOSS), DFAS-KC, using the address: MCDOSS@MFR.USMC.MIL.

2. .Access To LES Via On-Line. Finance officers and unit commanders have access to active duty and reserve LESs via an on-line application. This system is provided through KCT-CICS Production and is available to all individuals with access to TCE MCTFS LES Review. Additional LESs are added to the file each month until 12 months are accumulated on-line. Refer to paragraph C, for additional information and access.

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M. PAY COMPUTATION DATA SUMMARY SCREEN.

1. Purpose. The On-Line Pay Data Summary Screen displays the actual results of processing transactions and retroactive transactions for a member's pay account. It provides a view of a member's pay and allowance entitlements as if they had been reported timely and accurately. This 'should be' screen will display the following pay elements: pay grade, years of service, pay status, english description of the pay entitlement, rate, amount, tax code, compute month, pay group, and the from and to date of the entitlement. If a retroactive pay or allowance entitlement is reported, the screens will be updated accordingly. This screen can be used to view the effect of retroactivity on pay and allowance entitlements, or serve as a tool to use when reconciling a pay account.

2. Accession. Use the following procedures to access the Pay Computation Data Summary Screen.

a. Perform your applicable sign-on/logon process to access the CL/SUPERSESSION Main Menu screen. Once you have done this, select the Session ID menu application corresponding to CICS and press <ENTER>. Once <ENTER> is pressed, the system will display an "automatic logon in progress - Step 1" message before advancing to the CICS Selection Menu screen.

b. Key in the option number that corresponds to TJA MC TOTAL FORCE SYSTEM and press <ENTER>.

c. On the MCTFS TJAMENUE Screen, in the CATEGORY CODE, key in PCOM and the SSN, and press <ENTER>.

d. On the MCTFS PCOM, Key in the Year and Month (YYYYMM) of the screen you wish to view. The member's PAY COMPUTATION DATA Screen will appear.

3. The following example is provided.

a. Situation. A retroactive reduction in pay grade is reported Effective September 27, 2005, after the September 20, 2005, EOM cycle. A Summary Screen for September was built at September EOM. The transaction that was reported after EOM September will be computed during the October 2005 EOM cycle. The October 2005 EOM U&E will then build a new Summary Screen for the October data, but the September data will post to the September Summary Screen as if it had been computed in a timely manner.

SUMMARY SCREEN DISPLAY

ENTER MONTH: YYYYMM										
					EARNED					
RNK/YOS	PAY	ENTITLEMENT	RATE	AMOUNT	TX	FRM	TO	CMP	PAY	
XXX/XX	STAT				CD	DAY	DAY		MONTH	GRP
XXX/XX	XXXXX	ENGLISH DESCRIPTION	XXXX.XX	XXXX.XX	X	XX	XX	XXXXXX	XXX	

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b. Below are the sample screens showing how a retroactive reduction will display on the Pay Computation Data Summary Screen:

(1) The September EOM U&E will display the September screen as follows:

200409									
RNK/YOS	PAY STAT	ENTITLEMENT ENGLISH DESCRIPTION	RATE	AMOUNT	TX CD	EARNED		CMP MONTH	PAY GRP
						FRM DAY	TO DAY		
E4/03	00000	BASIC PAY	1726.80	1726.80	3	01	30	200409	259
E4/03	00000	BAS	254.46	254.46	4	01	30	200409	259
E4/03	00000	BAH	618.00	618.00	4	01	30	200409	259
E4/03	00000	C ALLOTMENT	-2.00	-2.00	4	01	30	200409	259
E4/03	00000	FITW		-98.51	4	01	30	200409	259
E4/03	00000	SOCIAL SECURITY		-107.06	4	01	30	200409	259
E4/03	00000	MEDICARE		-25.04	4	01	30	200409	259
E4/03	00000	SGLI	-16.25	-16.25	4	01	30	200409	259
E4/03	00000	REGULAR PAYMENT		-1207.00	4	00	15	200409	259
E4/03	00000	REGULAR PAYMENT		-1207.00	4	00	30	200409	259

(2) The October screen built by EOM October U&E is displayed as follows:

200410									
RNK/YOS	PAY STAT	ENTITLEMENT ENGLISH DESCRIPTION	RATE	AMOUNT	TX CD	EARNED		CMP MONTH	PAY GRP
						FRM DAY	TO DAY		
E3/03	00000	BASIC PAY	1585.50	1585.50	3	01	31	200410	259
E3/03	00000	BAS	254.46	254.46	4	01	31	200410	259
E3/03	00000	BAH	618.00	618.00	4	01	31	200410	259
E3/03	00000	C ALLOTMENT	-2.00	-2.00	4	01	31	200410	259
E3/03	00000	FITW		-92.34	4	01	31	200410	259
E3/03	00000	SOCIAL SECURITY		-107.06	4	01	31	200410	259
E3/03	00000	MEDICARE		-25.04	4	01	31	200410	259
E3/03	00000	SGLI	-16.25	-16.25	4	01	31	200410	259
E3/03	00000	REGULAR PAYMENT		-1423.00	4	00	15	200410	259
E3/03	00000	REGULAR PAYMENT		-1156.00	4	00	30	200410	259

(3) The new September screen updated at EOM October will be displayed as follows:

200409									
RNK/YOS	PAY STAT	ENTITLEMENT ENGLISH DESCRIPTION	RATE	AMOUNT	TX CD	EARNED		CMP MONTH	PAY GRP
						FRM DAY	TO DAY		
E4/03	00000	BASIC PAY	1726.80	1726.80	3	01	30	200409	259
E4/03	00000	BASIC PAY	1726.80	-230.24	3	01	26	200410	259
E3/03	00000	BASIC PAY	1585.50	211.40	3	27	30	200410	259
E4/03	00000	BAS	254.46	254.46	4	01	30	200409	259
E4/03	00000	BAS	254.46	-254.46	4	01	30	200410	259
E3/03	00000	BAS	254.46	254.46	4	01	30	200410	259
E4/03	00000	BAH	618.00	618.00	4	01	30	200409	259
E4/03	00000	BAH	618.00	-618.00	4	01	30	200410	259
E3/03	00000	BAH	618.00	618.00	4	01	30	200410	259
E4/03	00000	C ALLOTMENT	-2.00	-2.00	4	01	30	200409	259
E3/03	00000	FITW		-96.25	4	01	30	200410	259
E3/03	00000	SOCIAL SECURITY		-102.06	4	01	30	200410	259
E3/03	00000	MEDICARE		-22.04	4	01	30	200410	259

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E4/03	00000	SGLI	-16.25	-16.25	4	01	30	200409	259
E4/03	00000	REGULAR PAYMENT		-1207.00	4	00	15	200409	259
E4/03	00000	REGULAR PAYMENT		-1207.00	4	00	30	200409	259

N. ON-LINE ENTITLEMENT TABLES MENU

1. Purpose. The On-Line Entitlement Tables Menu display the current and prior year pay and allowance entitlement rates and the current and prior years (back to 2000) tables can be viewed. Each table will allow for the retroactive processing as far back as the data for each table is retained. Pay and allowance transactions reported with an effective date prior to the oldest table effective date will process successfully. However, the effective date will be adjusted to the oldest table effective date.

2. Accession. The On-Line Entitlement Tables Menu can be accessed through the CICS application, ROSCOE, and the Operational Data Storage Enterprise (ODSE) for view and print of entire tables or individual screens.

a. CICS Application. Use the following procedures to access the CICS Application.

(1) Perform your applicable sign-on/logon process to access the CL/SUPERSESSION Main Menu screen. Once you have done this, select the Session ID menu application corresponding to CICS and press <ENTER>. Once <ENTER> is pressed, the system will display an "automatic logon in progress - Step 1" message before advancing to the CICS Selection Menu screen.

(2) Key in the option number that corresponds to TDE ENTITLEMENT TABLES MENU and press <ENTER>.

(3) On the TDE ENTITLEMENT TABLES MENU Screen, enter the REQUESTED TABLE ID (Alpha, i.e., enter 'DA' for BAS MONTHLY).

(4) Enter the EFFECTIVE DATE (YYYYMMDD, i.e., 20050401).

(5) Enter RANK (i.e., E8, 03) and press <ENTER>. The table requested will appear.

<p>Note. To scroll back or forward for the different ranks, use options PF7/PF8. To scroll back or forward for an effective date, use options PF9/PF10.</p>

(6) Use the following procedures to terminate the On-Line Entitlement Tables Menu

(a) To logoff, press the PF3 key and the system will return to the CICS Selection Menu screen. When the CICS Selection Menu screen appears, type 01

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and press <ENTER> or press the PF1 key and wait for the system to advance to the CL/SUPERSESSION Main Menu screen. At the CL/SUPERSESSION Main Menu screen, press the F3 key. Type a selection number and press <ENTER> to logoff the system. On the screen of the EXIT MENU type a selection number or position the cursor on a line and press <ENTER>. If the logoff process fails, repeat the above steps. DO NOT LEAVE THE TERMINAL UNTIL THE LOGOFF PROCESS HAS BEEN SUCCESSFULLY EXECUTED. Terminal Area Security Officers (TASOs) will monitor compliance with the logoff requirements.

(b) Whenever a user is logged on to the system using an application, and the terminal is left inactive for a short period of time, the system will automatically logoff (for security purposes). If this happens, the user will have to perform the logon process again to gain access.

b. ROSCOE. For users who access to ROSCOE, they can view the current and prior year tables back to year 2000. However, only the current year plus one prior year can be printed in ROSCOE by entering the specific table information. Access the tables using ROSCOE as follows. Due to table sizes, the volume of print could be extensive. Individual screen print is recommended.

(1) In the command line, type CM.PTAB and select enter.

(2) Enter the number of copies desired.

(3) Enter the specific table number or the alpha table (i.e., AA), or

(4) Enter a range of tables (Alpha or Numeric with no commas

(example AA21, or

(5) Enter a specific table (or range) and 'ALL' (alpha only, i.e.,

AA, ALL), or

Note.	When 'ALL' is not entered, only the current and first prior entitlement tables will be printed.
-------	---

(6) Enter a specific table (alpha only), the FROMDATE and the TODATE (Enter inclusive dates).

(7) To exit and return to the main menu, Enter 00.

c. Operational Data Storage Enterprise (ODSE). For view and print options through ODSE, organizations will require access. For access, administrative units are to contact their local MISSO.